



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 5726.1A
PAO

AUG 03 1996

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 5726.1A

From: Commander, Naval Training Center, Great Lakes

Subj: NAVAL TRAINING CENTER TOUR PROGRAM

Ref: (a) SECNAVINST 5720.44A

Encl: (1) Sample Tour Notification Memorandum

1. Purpose. To establish the Naval Training Center (NTC) Great Lakes Tour Program to enhance NTC community relations.

2. Cancellation. NTCGLAKESINST 5726.1. This instruction has been substantially revised and should be reviewed in its entirety.

3. Discussion. Tours of NTC Great Lakes facilities provide the public with a visible and lasting demonstration of Navy professionalism. Public tours also provide an opportunity to enhance public awareness of NTC's significant training mission. Tour groups may consist of a variety of local, regional, or national organizations, including veterans, civic leaders, scouts or students. Regardless of the group's composition, a well planned and executed tour pays dividends in NTC's relationship with surrounding communities, recruiting efforts, and the Navy's overall public image.

4. Action.

a. NTC Public Affairs Office shall:

(1) Act as overall manager of the NTC Great Lakes Tour Program, assigning specific responsibilities such as scheduling and command tour guide coordination.

(2) Design tours to meet each group's goals and desires, within the boundaries of safety, which enhance the public knowledge of and appreciation for NTC Great Lakes and the Navy.

(3) Coordinate all tour itineraries with subordinate, component and tenant commands affected.

b. NTC Staff, subordinate, component and tenant commands shall:

(1) Support the tour program to the maximum extent possible.

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(2) Provide appropriate knowledgeable and well spoken tour guides and logistical support as necessary.

c. Subordinate, component and tenant command Public Affairs Officers/Youth Services Coordinators shall:

(1) Facilitate NTC tour program at the command level.

(2) Coordinate with NTC Public Affairs Office as necessary to implement tour program.

(3) Develop itineraries and arrange tour guides or escort officers for each command public tour.



C. B. MARTIN
Chief of Staff
for Operations

Distribution:

NTCGLAKESINST 5216.5M

Lists I, II (Case A) & III-A, B, C

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SAMPLE TOUR NOTIFICATION MEMORANDUM

MEMORANDUM FOR DISTRIBUTION

From: NTC Public Affairs

Subj: NORTH CHICAGO ROTARY CLUB TOUR OF SSC AND RTC, 12 JULY
199X

1. In accordance with reference (a), notification is made of the following tour scheduled for 12 July 199X:

Group Name: North Chicago Rotary Club
Point of Contact: Mr John Doe, President, (847) 555-4736.
Group size: 35
Tour request: To view new technology training.

Proposed Itinerary:

0900 Arrive RTC, met by Tour Guide
0915 Tour RTC Fire Fighting Trainer
0945 Arrive SSC, met by Tour Guide
1000 Tour GL47 Hot Plant
1100 Tour ET School
1145 Lunch
1300 Depart

2. The group will eat lunch at the Port O'Call.

NTC Public Affairs

Distribution:

CO, SSC
CO, RTC
SSC PAO
RTC PAO
Port O'Call Manager
NTC Security

Encl (1)

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